

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 200 SUPPORT SERVICES	SUPERSEDES: AR 259 (08/12/02)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 259 INMATE OUTSIDE ACCOUNTS	EFFECTIVE DATE: 10/10/03

TABLE OF CONTENTS

	<u>PURPOSE</u>	
	<u>AUTHORITY</u>	
	<u>RESPONSIBILITY</u>	
	<u>DEFINITIONS</u>	
	<u>APPLICABILITY</u>	
	<u>PROCEDURES</u>	
<u>259.01</u>	INMATE OUTSIDE ACCOUNTS	
	<u>REFERENCES</u>	
	<u>ATTACHMENTS</u>	
	<u>MANDATORY REVIEW DATE</u>	<u>08/12/04</u>

PURPOSE

To set the guidelines inmates must follow in obtaining and maintaining accounts outside of the Department of Corrections.

AUTHORITY

NRS 209.131

RESPONSIBILITY

It will be the staff and inmates of the Department to have knowledge of and comply with this regulation.

DEFINITIONS

BRASS SLIP – A brass slip is the Inmate Account Transaction Request Form, DOC-509, by which inmates can access their individual account in the Prisoners Personal Property Fund (PPF).

OUTSIDE ACCOUNTS – Any checking, savings or investment account maintained at a financial organization, banking organization or insurance company including but not limited to banks, savings and loan associations, credit union accounts or brokerage firms.

PERSONAL PROPERTY FUND ACCOUNT (PPF) – The PPF is a trust fund created for the deposit of all monies received by the inmates during incarceration. The individual inmate's account within the PPF is divided into three parts: (a) Trust Account (b) Trust 2 (Trus2) Account and (c) Savings Account.

APPLICABILITY

This regulation is applicable to all staff and inmates of the Department.

PROCEDURES

259.01 INMATE OUTSIDE ACCOUNTS

1.1 Inmates must choose a person from the community to handle bank transactions before obtaining an outside checking, savings, or investment account.

1.1.1 This person will be a non-inmate member on the account and will be responsible for making all outside transactions.

1.1.2 The inmate will not correspond directly with the bank concerning the savings account including asking for money from their account.

1.1.3 The non-inmate member on the account must handle all correspondence.

1.1.4 The Department will not be responsible for any outside transactions.

1.2 Inmates who desire to open an outside account will be responsible for gathering information regarding accounts from the financial institution of their choosing. **(3-4046)**

1.3 Any monies the inmate sends to the outside account will follow the Inmate Account Transaction Request, DOC-509 (brass slip) procedure.

1.3.1 The inmate will fill out the brass slip made payable to the non-inmate member on the outside account.

1.3.2 The brass slip must have the signature of the inmate and the person authorized by the warden/designee to sign brass slips.

1.3.3 The inmate will send the brass slip with a stamped, addressed envelope to Inmate Services.

1.3.4 The non-inmate member will deposit all monies in the outside account and will handle any other banking transactions necessary.

1.4 The non-inmate member will send to the inmate all monies requested by the inmate from the outside account in the form of a cashier's check or money order following the Lockbox procedure.

1.5 All monies sent to the inmate from the non-inmate member will be deposited in the inmate's individual account in the Personal Property Fund. **(3-4279)**

1.6 Inmates are not permitted to have a checkbook or savings passbook in their possession while incarcerated in the Department.

1.6.1 Debit cards, credit cards or any other instrument used to access outside accounts are likewise not permitted.

1.6.2 Inmates who arrive at the Department of Corrections with any of these instruments in their possession must send the instrument to an outside individual of their choice or the instrument will be placed in the inmate's restricted personal property.

1.7 Upon the request of the Director/designee, inmates will provide copies of records of bank accounts, to the Inmate services Staff of the Department, including but not limited to, checking accounts, savings accounts, investment accounts, or accounts with brokerage firms.

1.8 All inmates who are employed by private employers will provide the Director/designee a copy of all federal income tax returns, reports and withholding forms when they become available to the inmate.

REFERENCES

ACA Standards 3-4046, and 3-4279

ATTACHMENTS

DOC 509 – Inmate Account Transaction Request (Brass Slip)

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.